

Freedom of Information



Policy Owner:	Lighthouse Multi Academy Trust
Approved/ Ratified:	Pat Hunt
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Document Version Control Log

Version	Modification Date	Synopsis of Changes
1.0	October 2025	

Lighthouse Multi Academy Trust, Publication Scheme for Information available under the Freedom of Information Act 2000

Aims and Objectives

Aim

The Lighthouse Multi Academy Trust will promote a culture of openness and accountability through its Publication Scheme.

Objectives

- To make available a significant amount of routinely published information about the MAT.
- To make available, upon written request, other information not included in this publication scheme, and to ensure such requests are dealt with in a timely manner.

To improve public understanding of:-

- How we carry out our duties
- How we make our decisions
- How we spend our money

Classes of Information Published

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. The classes of information that we undertake to make available are organised into seven broad topic areas:-

Who we are and what we do:	Organisational information, structures, location and contact
What we spend and how we spend it	Financial information about projected and actual income and expenditure, procurement, contracts and financial audit
What our priorities and how we are doing	Strategies and plans, performance information, audits, inspections and reviews
How we make decisions	Decision making processes and records of decisions
Our policies and procedures	Current written protocols, policies and procedures for delivering our services and responsibilities
Lists and Registers	Information held in registers required by law and other lists and registers relating to the MAT
The services we offer	Information about the services the Trust provides including leaflets, guidance and newsletters

When the Lighthouse Multi Academy Trust Can Refuse a Request for Information

Additional information that is not covered in the scheme can be requested in writing. However, this does not mean that the MAT is obliged to provide the information. In some cases, there will be a good reason why some or all of the information requested should not be made public.

There are four reasons for not complying with a valid request for information under the Freedom of Information Act:

- The information is not held
- The cost threshold is reached (£450)

- The request is considered vexatious or repeated
- One or more of the exemptions apply

Many of the exemptions are intended to protect sensitive or confidential information. However, some exemptions are there simply to avoid the legal position where two pieces of law cover the same information requested, or where the information is already available by some other means.

In addition, the Freedom of Information Act contains a number of exemptions that allows information to be withheld. In some cases it will allow the MAT to refuse to confirm or deny whether it holds the information.

Some exemptions relate to a particular type of information, for instance, information relating to government policy. Other exemptions are based on the harm that would arise or would be likely to arise from disclosure, for example, if disclosure would be likely to prejudice a criminal investigation. There is also an exemption for personal data if releasing it would be contrary to the Data Protection Act.

A written refusal notice will be sent with any request is partially or fully refused.

How to Request Information

If you require a paper version/hard copy of any of the documents within the scheme, please contact the Lighthouse Multi Academy Trust by telephone, email or letter.

Requests for information are not published under this scheme must be made in writing.

Contact details are set out below, or you can visit the Lighthouse Multi Academy Trust Website.

Lighthouse Multi Academy Trust
Davis Road,
Wolverhampton,
WV12 5HA
01922 211349

To help us process your request quickly, please clearly mark your correspondence '**Publication Scheme Request**' (in CAPITALS)

If the information you're looking for isn't available via the scheme (and isn't on the website) you can still contact the Lighthouse Multi Academy Trust to ask if we have it.

Charges for Information

This scheme has the purpose of making as much information readily available to the public at minimum inconvenience.

If your request means that we have to do a lot of photocopying or printing, or have to pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request.

This will be charged at a minimum of **20p per sheet**.

Further Information and Complaints

If you require further assistance or wish to make a complaint then initially this should be addressed to:
Lighthouse Multi Academy Trust
Davis Road,
Willenhall,
WV12 5HA

If you are not satisfied with the assistance that you get, or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made, then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. There is also a large amount of information on this website regarding the Freedom of Information Act. They can be contacted at:

Address:

Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire
SK9 5AF.

Telephone: 01625 545 745

E Mail: casework@ico.org.uk

Website: <http://ico.org.uk/>

The Method by Which Information under the Scheme will be Made Available:

This model publication scheme is best compiled with the following table, which identifies the information which meets the requirements of the Information Commissioner.

Information to be Published	How the Information can be obtained	Cost
Class 1 – Who we are and what we do (Organisational information, structures, location and contacts) This will be current information only		
Who's who in the Multi Academy	Website/Hard Copy	
Who's who on the Local Governing Bodies/Trustees, and the basis of their appointment	Website	
Instruction of Government/ Articles of Association	Website/Hard Copy	
Contact details for the Executive Head/ Headteacher (Named contacts where possible)	Website/Hard Copy	
Academy Prospectus	Website	
Staffing Structure	Website	
Academy session times and term dates	Website	
Address of academy and contact details	Website	
Class 2: What we Spend and How We Spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum Hard Copy and Website		
Annual budget plans and financial statements	Website	
Capital Funding	Hard Copy	
Additional funding	Website/ Hard copy	
Financial Audit Reports	Hard Copy	
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Hard Copy	
Procurement and contracts the academy has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a Local Authority	Hard Copy	
Pay Policy	Hard Copy	

Class 3: What our priorities are and how are we doing?

Academy profile: performance data, the latest OfSTED report	Website	
Appraisal Policy and procedures adopted by the Trustees	Hard Copy	
Performance data	Website	
The academy's future plans; for example proposals for any consultations on the future of the academy	Website and Hard Copy	
Safeguarding and Child Protection	Website	

Class 4 – How we make decisions

Admissions Policy	Website	
Agendas and minutes of meetings of the Board of Directors and its committees, including Local Governing Bodies(NB this will exclude information that is properly regarded as private to the meetings).	Hard Copy	

Class 5 – Our Policies and Procedures

Academy policies	Website/Hard Copy	
Charging regimes and policies	Website/Hard Copy	

Class 6 – Lists and Registers

Currently maintained lists and registers only (this does not include the attendance register)

Curriculum circulars and statutory instruments		
Asset Registers		
Any information the academy is currently required to hold in publicly available registers		
Class 7 – The Services we offer		
Extra-Curricular activities	Website	
Out of academy clubs	Website	
Services for which the academy is entitled to recover a fee, together with those fees	Hard copy	
Academy publication, leaflets, books, and newsletters	Website	